

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California 93407
ACADEMIC SENATE

FILE COPY

Executive Committee
Academic Senate Agenda
Tuesday, September 18, 1990
UU 220, 3:00-5:00 p.m.

Member
Acord, Pat
Ahern, James
Andrews, Charles
Bailey, Christina
Botwin, Michael
Gamble, Lynne
Gooden, Reginald
Kersten, Timothy
Koob, Robert
Moustafa, Safwat

Dept
PE/RA
Agribus
Acctg
Chemistry
ArchEngr
Library (Secty)
PoliSci
Economics
VPAA
MechEngr (VC)

Member
Murphy, James (C)
Pokorny, Cornel
Reynoso, Wendy
Russell, Craig
Vilkitis, James

Dept
IndTech
CompSci
FinAid
Music
NRM

Copies: Warren Baker
Glenn Irvin
Howard West

*minutes for
5.8, 5.15, and 6.5.90
were removed*

- I. Minutes: Approval of the May 8, May 15, and June 5, 1990 Executive Committee Minutes (pp. 3-11).
- II. Communication(s) and Announcement(s):
Academic Senate assigned time allocations (p. 12).
- III. Reports:
 - A. Chair's Report
 - B. President's Office
 - C. Vice President for Academic Affairs' Office
 - D. Statewide Senators
- IV. Consent Agenda:
- V. Business Item(s):
 - A. Approval of the Academic Senate Calendar for 1990-1991 (p. 13).
 - B. Resolution on Guidelines for Student Evaluation of Faculty-Personnel Policies Committee (pp. 14-16).
 - C. Resolution on Proficiency Exam for Computer Literacy (F.1)-General Education and Breadth Committee (p. 17).
 - D. Senate/committee vacancies:
Academic senators:
SAED one vacancy
SENG one vacancy (one-year replacement for Harris)
SLA one vacancy
SPS/ED (Fall & Winter replacement for Freberg)
part-time representative

Academic Senate committees:
SAGR UPLC (one-year replacement for Rice)
SAED General Education and Breadth Committee
Instruction Committee

SBUS Constitution and Bylaws Committee
Status of Women Committee (one-year replacement for Armstrong)
University Professional Leave Committee

SENG Elections Committee
General Education & Breadth (one-year replacement for Harris)
Fairness Board
Instruction Committee
Library Committee
Status of Women Committee
Student Affairs Committee

SPS/ Curriculum Committee (one-year replacement for Freberg)
ED Elections Committee
Instruction Committee (one-year replacement for Acord)
Personnel Policies Committee
Research Committee

SSM Status of Women Committee

PCS Student Affairs Committee

Distinguished Teaching Awards Committee:

(three vacancies; must be former recipient; present membership: Don Grant, Arch, and Phil Ruggles, GraphCom)
nominations received from:

Harvey Greenwald	Math
Stu Larsen	C/E Engr
Susan McBride	Educ
Pat Pendse	Bio Sci
Calvin Wilvert	Soc Sci (out Spr '91)

university-wide committees:

Disabled Students Advisory Committee - two vacancies
ASI Student Senate - one vacancy
University Union Executive Committee - one vacancy

VI. Discussion Item(s):

VII. Adjournment:

State of California

California Polytechnic State University
San Luis Obispo, California 93407

MEMORANDUM

Date: September 12, 1990
Copies: James Murphy

To: Robert Koob
Vice President for Academic Affairs

From: James L. Murphy, Chair
Academic Senate

Subject: Assigned Time Allocations

In response to your memo of September 6, 1990, the 1.40 FTE assigned time allocation to the Academic Senate has been divided as follows:

	<u>FTE</u>	<u>WTU's</u>
Chair	.60	27
Vice Chair	.20	9
Secretary	.00	0
Budget Chair	.20	9
Curriculum Chair	.20	9
Fairness Bd Chair	.067	3
GE&B Chair	.133	6
	<u>1.400</u>	<u>63</u>

You will note a significant increase in the time for the Vice Chair. Safwat Moustafa, as the newly-elected Vice Chair, will be taking on a significantly more involved role in the Senate. I expect he will be taking on a number of tasks previously handled by the Chair. This will include committee work and attendance at any of a multitude of meetings. I believe that such a distribution is healthy for the vitality of this body. Our incoming Secretary, Lynne Gamble, is a member of PCS and therefore not eligible for faculty released time. A portion of the time previously identified for the Secretary has been identified for the Vice Chair.

Completed assigned time forms will be submitted to your office as soon as the chairs for the various committees named above are elected.

Academic Senate Calendar for 1990-1991

All Senate and Executive Committee meetings are held in UU 220 from 3:00 to 5:00pm unless otherwise noted.

July 27 Summer Executive Committee (Friday, 1-3pm, FOB 24B)

August 24 Summer Executive Committee (Friday, 1-3pm, FOB 24B)

September 10 Fall Conference:
1:30pm Academic Senate Standing Committees (UU 207)
2:45pm Academic Senate General Session (UU 207)

September 18 Executive Committee

October 2 Senate

October 9 Executive Committee

October 23 Senate

October 30 Executive Committee

November 13 Senate

December 3 through January 6, 1991 - finals and quarter break

January 8 Executive Committee

January 22 Senate

January 29 Executive Committee

February 12 Senate

February 19 Executive Committee

March 5 Senate

March 18 through March 31, 1991 - finals and quarter break

April 2 Executive Committee

April 16 Senate

April 23 Executive Committee

May 7 Senate

May 14 Executive Committee

May 28 Senate

June 4 (NEW) Executive Committee

June 10 through June 19, 1991 - finals and quarter break

Adopted:

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS- -90/
RESOLUTION ON
GUIDELINES FOR STUDENT EVALUATION OF FACULTY

- WHEREAS, The present guidelines are out-of-date; and
- WHEREAS, The Memorandum of Understanding (MOU) between The California State University and Unit 3 Faculty addresses the issue of student evaluation; therefore, be it
- RESOLVED: That Administrative Bulletin 74-1 be deleted from the Campus Administrative Manual (CAM); and, be it further
- RESOLVED: That the new guidelines, as attached, be included in CAM as Administrative Bulletin 90-__.

Proposed By:
Academic Senate Personnel
Policies Committee
June 13, 1990

GUIDELINES FOR STUDENT EVALUATION OF FACULTY

1. Student evaluations will be conducted in accordance with the Memorandum of Understanding (MOU) between The California State University (CSU) and the Unit 3-Faculty.
2. The primary purpose of this student evaluation program is to assist in improving the quality and effectiveness of the instructional program at Cal Poly.
3. The results of this student evaluation program will be used for both the improvement of instruction and in partial substantiation of recommendations in appointment, retention, tenure and promotion decisions. They will also be considered during the post-tenure peer review process.
4. All faculty members who teach shall participate in this student evaluation program at the following minimum levels in each academic year:
 - a. tenured professors: two classes (preferably two different courses)
 - b. tenured Assistant and Associate Professors: four classes (at least two different courses)
 - c. probationary tenure-track faculty and full-time lecturers: six classes (at least three different courses)
 - d. part-time lecturers: every class taught or six classes (whichever is least)

Whenever possible, evaluation averages of faculty members should be compared with those of other faculty members of their own rank and tenure status. For example, the evaluations of a tenured professor in senior level courses in his/her specialty can be expected to be higher than those of an assistant professor evaluated in freshman level courses.

5. The student evaluation form and additional procedures used by any school/department shall be in accordance with these guidelines and shall be endorsed by the school/department faculty, department head/chair, and approved by the dean. Deans shall send a copy of approved forms and procedures, or revisions thereof, to the Vice President for Academic Affairs. Student opinion regarding the form and additional procedures of any department shall be considered prior to the dean's approval through consultation with the student council of the school.
6. The following procedures shall be used in the administration of student evaluations:

- a. each department is responsible for providing its faculty with copies of these guidelines and any other procedures covering student evaluation of faculty in order to ensure that proper procedures are followed
 - b. 10-20 minutes of class time will be provided by the faculty member for the student evaluation process in each class in which s/he is being evaluated. During this time, the faculty member shall be absent from the classroom
 - c. only students officially enrolled in the class will be permitted to participate
7. Subsequent to the issuance of the grades for the quarter in which a faculty member has been evaluated using this process, the results (as defined in school/department procedures) of this program shall be made available to the faculty member, his/her department head/chair, and the custodian of the faculty member's personnel action file. The results shall be included in the faculty member's personnel action file.
8. If written comments from student evaluation forms are included in the personnel file, they may be either in summary form or by inclusion of all the written comments. If a summary is used, it must be approved by the faculty member being evaluated.

Adopted:

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS- -90/
RESOLUTION ON
PROFICIENCY EXAM FOR COMPUTER LITERACY (F.1)

WHEREAS, Some students already are computer literate and do not need to take a General Education and Breadth (GE&B) course to satisfy Area F.1 requirements; therefore, be it

RESOLVED: That the Computer Science Department, in conjunction with the Schools of Agriculture and Architecture/Environmental Design, offer a quarterly exam during the fall, winter, and spring quarters to determine computer literacy to satisfy the GE&B Area F.1 requirement but without giving Cal Poly units. The exam is to be paid for by the student taking the exam. Students may take this exam only during their first two quarters at Cal Poly.

Proposed By:
General Education and
Breadth Committee

Date: May 21, 1990